



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807 • (562) 570-3654 • FAX (562) 570-3657 • TTY (562) 570-3760

## REQUEST FOR QUALIFICATIONS #07-003 Summer Youth Employment Program Contract Coordinator

### I. Introduction

The City of Long Beach Workforce Development Bureau (Bureau) is soliciting proposals from qualified individuals to coordinate the 2007 Summer Youth Employment Program. Interested and qualified individuals that have experience and expertise in managing youth programs are invited to submit a proposal in accordance with the instructions in the RFQ. Proposals will be scored on the following criteria:

Experience in directly implementing youth employment programs.....	30 Points
Management experience.....	20 Points
Cost of services .....	25 Points
Experience with government funded programs.....	15 Points
Experience in working with employers and the population to be served .....	10 Points

### II. Background

The City of Long Beach serves as the grant recipient and administrative entity for federal, state and local workforce development grant programs. The Bureau administers these funds on behalf of the Greater Long Beach Workforce Development Board and offers a wide array of programs and services for job seekers and businesses at no cost through the Career Transition Center (CTC), Youth Opportunity Center (YOC), Center for Working Families (CWF), Harbor WorkSource Center and through contracts with community based youth providers.

Services for youth (14 – 24) and adults (18 +) include a full range of employment, reemployment, training and educational services, skills remediation, internships, non-traditional work and training opportunities, support services, and peer mentoring services. Job seekers are those individuals who are looking to enter the labor market for the first time, upgrade their skills, re-enter the labor market aft an extended period of unemployment and/or are interested in making a career shift.

The City has received funding from the County of Los Angeles for a Summer Youth Employment Program. Work experience and on-the-job training will be provided at various government and non-profit offices in the cities of Lomita, Long Beach, Signal Hill and Torrance. The funds this year will provide employment for approximately 225 young people, ages 14 – 21. Eligible youth are from low-income families with at least a quarter of the participants' families receiving public assistance.

All participating youth will attend work readiness sessions, focusing on employer expectations and workplace behaviors prior to employment. Each young person will earn \$7.50 per hour for a total of 150 hours and work an average of 25 hours per week. Each youth will be assigned a

case manager to help him or her get the most from the work experience opportunity and to deal with issues that arise in the workplace. Transportation assistance is also provided.

### **III. Scope of Work**

The primary function of the Summer Youth Employment Program Coordinator will be to oversee and implement the Summer Youth Employment Program. The Coordinator is expected to oversee quality service delivery, customer satisfaction, and compliance with performance standards. The Coordinator will work with temporary project staff to develop worksites, coordinate payroll, compile and submit program reports, assign staff and program operators to in-service training as needed, work with management information system (MIS) staff to compile and analyze client data, develop printed materials describing program policies and procedures, attend meetings and seminars, monitor service providers to ensure compliance with contract requirements including federal, state and local regulations, make recommendations regarding improvement of policies, procedures, and practices, and represent the Bureau at various community and networking meetings.

It is expected that selected contractor will be available to direct program activities on a near full-time basis during the month of August, and on a limited basis in September.

### **IV. Submission Requirements**

Proposals must respond to the following:

1. Organizational Background
  - a. Provide details of your direct knowledge and expertise in working with youth from low-income families;
  - b. Describe your management experience;
  - c. Describe your experience in implementing youth programs;
  - d. Provide details of your experience of working with government funded programs.
2. Cost/Pricing
  - a. Provide an itemized pricing for services requested (include hourly rates);
  - b. List pricing of any additional expected costs.

### **V. Submission Guidelines**

1. Provide three copies of the proposal in 12-point Arial font on 8 ½ x 11-inch white paper;
2. Complete Attachment A and include as the cover of your submission;
3. Provide evidence of insurance per Attachment B, as appropriate;
4. The proposal must be no longer than 6 pages, references excluded;
5. All pricing must be valid from the date of the proposal through December 31, 2007.

### **VI. General RFQ Guidelines**

1. Eligible companies must not be on any Debarment or Suspension list(s) and must be in good standing with the Federal Internal Revenue Service and the state(s) in which business transactions take place.
2. Payment is contingent upon the satisfactory achievement of the standards and goals of the contract as determined by the City in accordance with negotiated completions and standards.
3. The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed

them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two agencies.

4. The City of Long Beach has the right to reject any proposals that do not conform to solicitation goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
5. All submissions become the property of the City. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
6. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either re-compete the procurement, or enter into a sole source agreement with the sole respondent.
7. The City reserves the right to select more than one party to provide these services.  
The City reserves the right, at its discretion, to extend any resulting financial and non-financial agreement for an additional two years (with actual funding amounts based on performance and availability of funds) and continued project needs.
8. Questions regarding elements and requirements of the RFQ will be accepted in written format only. All questions should be either mailed/hand delivered to RFQ # 07 – 004 Review Team, Workforce Development Bureau, 3447 Atlantic Avenue, Long Beach, CA 90807; faxed to 562-570-3657, or emailed to [sally\\_ghan@longbeach.gov](mailto:sally_ghan@longbeach.gov). Questions and responses will be posted on the Bureau's website, [www.longbeachworkforce.org](http://www.longbeachworkforce.org).
9. Three copies of each proposal, of which one (1) must bear original signatures, should be submitted with Attachments A and insurance requirements (Attachment B) to the same address as listed above. The deadline to submit proposals is **4:00 p.m. on July 25, 2007**.
10. No late submissions, whether mailed or hand-delivered will be accepted.
11. Respondents may be asked to provide additional information as needed.
12. The submissions selected become part of the financial and/or non-financial agreements between the City and selected organization, and as such become public record. If the submission contains any confidential information it should be removed from the body of the response and placed in an Appendix.
13. This announcement and its attachments are an RFQ and are invitations for prospective individuals/firms/training organizations to respond. Although this solicitation is in RFQ format and follows RFQ conventions, the City expressly intends that the procurement of service providers is a professional service and is not bound solely by the lowest price, where costs apply.
14. Proposers must be Affirmative Action/Equal Employment Opportunity employers. Service providers will be required to meet EEO requirements as applicable.
15. Any entity selected to do business with the City of Long Beach must file insurance documentation with the City's Risk Manager. Refer to Exhibit B for insurance information.

EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities

TDD number (562) 570-4629

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU  
REQUEST FOR QUALIFICATIONS  
RFQ #07-004

**RFQ COVER SHEET ATTACHMENT**

Name of Organization:

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Contact Person/Title:

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Mailing Address:

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Legal Status of Organization (Please Check One):

- |   |   |
|---|---|
| <input type="checkbox"/> Sole Proprietor                | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Private-for-Profit Corporation | <input type="checkbox"/> Educational Institution  |
| <input type="checkbox"/> Non-Profit Corporation         | <input type="checkbox"/> Other: _____             |

Number of Years in Operation: \_\_\_\_\_

If Corporation, please indicate state and year of incorporation: \_\_\_\_\_

Does the Organization have a board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please attach a copy of the Roster, as appropriate.

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**Acknowledgement:**

In compliance with this request for qualification, and subject to the condition thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of the proposal and is authorized to contract on behalf of the organization named above.

\_\_\_\_\_  
Print Name of Authorized Representative/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**REQUEST FOR CERTIFICATE OF INSURANCE**

To issue a purchase order, the City of Long Beach requires you to meet the following insurance requirements. Please provide this information to your Insurance Agent. If you have already sent in your certificate of insurance or if you already have a purchase order, please disregard this.

1. **Certificate of Insurance.** A certificate of insurance, showing the City of Long Beach as the certificate holder at the address given below, must be filed with the City before a purchase order is issued. The certificate must evidence the following insurance placed with an insurer admitted to write insurance in California, or an authorized non-admitted insurer having a rating of or equivalent to A:VII by A.M. Best Company.
  - a. **Commercial general liability** (equivalent in coverage to ISO form CG 00 01 11 85 or 88), including cross-liability protection and broad form contractual liability, in an amount not less than \$1,000,000 combined single limit, the general aggregate limit must be in an amount not less than \$2,000,000. The **“City of Long Beach, its officials, employees, and agents”** must be named as additional assureds and such coverage must not be limited to the vicarious liability or supervisory role of the additional insured.
  - b. **Automobile liability** (equivalent in coverage to ISO form CA 00 01 06 92) in an amount not less than \$500,000 combined single limit per accident for bodily injury and property damage cover Auto Symbol 1 (Any Auto).
  - b. **Professional liability or errors and omissions** in an amount not less than \$1,000,000 per occurrence if you are providing accounting, actuarial, architectural, auditing, brokerage, computer programming, consulting, counseling, daycare, engineering, environmental, landscape architectural, legal, medical, nursing, pastoral, surveying, real estate, soils engineering or other professional services.
  - d. **Workers’ compensation and employer’s liability** in an amount not less than \$1,000,000 per accident if workers’ compensation coverage is required by the California Labor code.
2. **Endorsements.** All applicable original endorsements must also be filed with the City of Long Beach before a purchase order is issued, including but not limited:
  - a. An additional insured endorsement (equivalent to ISO for CG 20 10 11 85 or CG 20 26 11 85) **naming “The City of Long Beach, its officials, employees, agents” as additional insured under the general liability policy. Failure to comply with this requirement will prevent the issuance of a purchase order.**
  - b. An endorsement to each policy stating that such policy shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to the City and that the policy shall apply on a primary non-contributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to City or any employee or agent of the City.
3. **Special Risks.** Additional insurance requirements may be imposed on certain risks:
  - a. Construction contracts;

- b. Medical, daycare, excavation, drilling, trenching or shoring services, or services involving explosives or pyrotechnics;
- c. Environmental consulting, engineering or related services or operations, including brownfields redevelopment;
- d. Custom manufactured products;
- e. Products or services involving firearms, tobacco, alcohol, or controlled substances;
- f. Marine-related products and services;
- g. Aircraft-related products and services;
- h. Any unusual or high-risk activities, operations or products.